

**INDIANA DEPARTMENT OF TRANSPORTATION  
DESIGN DIVISION  
INTER-DEPARTMENT COMMUNICATION**

\_\_\_\_\_, 20\_\_\_\_

**MEMORANDUM**

**TO:** \_\_\_\_\_, Chief  
Land Acquisition Division

**THRU:** \_\_\_\_\_, Chief  
Design Division

**THRU:** \_\_\_\_\_  
Section Manager

**FROM:** \_\_\_\_\_  
Project Manager

**SUBJECT:** Partial Suspension of Right-of-Way Acquisition Activities

Route: \_\_\_\_\_  
Des. No.: \_\_\_\_\_  
P.E. Project No.: \_\_\_\_\_  
R/W Project No.: \_\_\_\_\_  
R/W Code No.: \_\_\_\_\_  
Project Description:

The above referenced project will be undergoing substantial design changes that will result in a right-of-way revision to Parcel No(s). \_\_\_\_\_ (and \_\_\_\_\_).

We hereby request that right-of-way acquisition of such parcel(s) be suspended until the design changes are finalized.

\_\_\_\_\_ : \_\_\_\_\_

Cc: \_\_\_\_\_, Land Acquisition Coordinator  
\_\_\_\_\_, Design Coordinator  
\_\_\_\_\_, Design Consultant  
\_\_\_\_\_, In-House Designer or Reviewer